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OC-M83-915
19 October 1983

MEMORANDUM FOR: Director of Communications

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FROM:

[Redacted]
Executive Assistant, OC

SUBJECT: D/CO Staff Monthly Report - July, August and
September 1983

1. Reports of D/CO staff activities were not submitted for the months of July and August. This report contains the significant events of July and August as well as those of September.

2. Concurrent with the establishment of the OC Management and Liaison Staff in July, the OC Programs and Budget Staff and the OC Planning Staff were abolished. There will be no further individual monthly reporting from these former D/CO staff elements. Likewise, the OC/OL/IMC and the Safety Officer have been absorbed by the Administrative Management Division. Consequently, there will be no further individual reports from those activities.

3. Senior Support Assistant

The SSA position has not been staffed since January 1983, but reporting under the SSA caption continued because some of the former incumbent's functions were performed by the Chief of the D/CO Budget Control Staff. However on 26 September, the Budget Control Staff was abolished as a separate organizational entity and its responsibilities were transferred to the newly created Budget and Fiscal Branch of the Administrative Management Division. As a consequence of these events there will be no further reporting from this former D/CO staff element.

4. Information Management Center

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b. In July, representatives of ODP and competing contractors surveyed the OC [] space preparatory to their submitting bids for the Wang Alliance cable installation.

c. An officer from the Cable Secretariat Branch of DND was detailed to OC/OL/IMC from 18 July to 19 August to review and refine CDS Cable profiles for OC and OL.

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d. In connection with the merger and in keeping with a decision to reduce staffing, a GS-11 position and two GS-06 positions were reallocated from OC/OL/IMC to be used elsewhere in OC. A total of four positions have been returned to OC from OC/OL/IMC since the merger. One of those four positions was subsequently used to staff the [] Data Access Center (with an ODP Careerist).

e. Records Disposal:

	<u>Deposited In Records Center</u>	<u>Destroyed</u>
July	46 Cubic Feet	89 Cubic Feet
August	40 Cubic Feet	23 Cubic Feet
September	64 Cubic Feet	36 Cubic Feet

f. Although the fact has not been formally published, as of the date of this report, OC/OL/IMC has effectively been transferred from the purview of the OC Executive Assistant to that of Chief, Administrative Management Division.

5. Safety Staff

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a. On 8 August 1983, the Safety Officer presented a one hour briefing to the IC SECOM Physical Security Seminar held [] The briefing's focus was on OSHA standards, fire protection and life safety considerations, relative to construction of secure records storage areas.

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b. The Safety Officer attended a pre-construction meeting on 13 August 1983, chaired by the D/OL and attended by representatives from OL/RECD, the C/MLS/OC, DDA/SS []

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25X1 to ascertain the feasibility of converting the second
floor, [] into a auditorium type occupancy.
During the meeting, an OL Consultant Structural Engineer
presented an in depth analysis of the structural problems
associated with this project and rendered expert guidance on
how to implement this proposed [] building modification. STAT

25X1 c. Two meetings and site surveys were held [] OTS and
DDA/SS officials relative to OTS' request to locate a 27' by
66' double-wide office trailer within 8.5 feet of the front of
25X1 [] An initial determination was that the
25X1 proposed trailer could not be located so close [] due to
life safety and fire protection considerations. It was subse-
quently determined however, that the trailer could be located
as proposed and would be in compliance with both local and
would be in compliance with both local and National Building
and Fire codes, provided an automatic sprinkler system was
installed in the trailer and an additions means of egress
25X1 was constructed on the first floor along the front []

6. Executive Assistant

a. The Microform Publication Exception Review Board was
abolished in July. Requests for the publication of field hand-
books in paper form will be submitted to the Executive Assistant
who will recommend for or against the request and present the
request and recommendation to the DD/CO for approval or denial.

25X1 b. Procedures were reinstated which allow the D/CO
to approve requests by certain non-Agency government components
[] conference facilities. The D/CO may grant such
approval without reference to the DDA.

c. The 1983 OC Area Chief's Conference was held on
12 through 16 September 1983.

d. In September a briefing paper was prepared for use
by the Associate Deputy Director for Administration in briefing
the European Support Officers on current trends and highlights
in the Office of Communications.

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f. Presentations on the office's mission and functions
and current items of significant interest were made to a
class of new Agency employees at the Chamber of Commerce. A
similar presentation was given to a group of

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